

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOH07222915</u>	DATE POSTED: <u>02/25/22</u>
POSITION NO: <u>244891</u>	CLOSING DATE: <u>03/17/2022 by 5pm</u>
POSITION TITLE: <u>Administrative Services Officer (S)</u>	
DEPARTMENT NAME / WORKSITE: <u>DBMHS/Tribal Opioid Response Program/Gallup, New Mexico</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BQ64A</u>
WORK HOURS: <u>40 hrs./week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>45,226.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____ \$ <u>21.66</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Will oversee the management process of the program, which will include fiscal management, with FMIS certification, property and inventory management, contract and grants administration, human resources management, budget development and administration, and the development of various reporting procedures and guidelines; organize, implement and coordinate administrative functions.

Develops, reviews and implements budgets and revisions when needed; ensures compliance with funding agency requirements, develops accounting and expenditure control; develops and implements internal control mechanisms to maintain fiscal accountability; prepares contracts to support the goals and objectives of the grant.

Communicates regularly with supervisor on progress of assigned work activities through reports, presentations and meetings; provides technical assistance to division, program and other related entities; adherence to relevant policies and procedures.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative and management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration; knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting; knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures, and revenue forecasting; knowledge of general principals of supervision and personnel management procedures and practices, including record keeping and data security methods and techniques.

Skill in developing and analyzing financial systems, procedures, and controls, budgets and forecasts; skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials; skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**